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2 1 SEP 1988

MEMORANDUM FOR: Director, Systems Integration Office

VIA: Deputy Director For Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Acquisition of Office Space

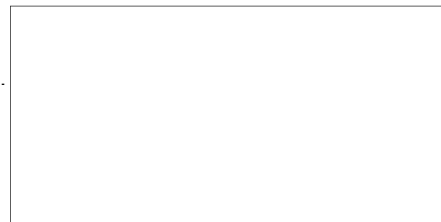
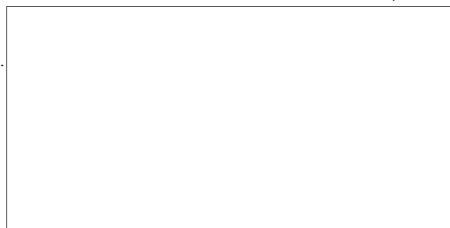
REFERENCES: A. Memo for D/OL fm D/SIO dtd 29 Aug 88,
Subj: Additional Space
B. Memo for DDCI [redacted] dtd 27 Jun 85,
Subj: Authority for Real Property Acquisition
and/or Construction

1. In response to your memorandum, Reference A above, the Office of Logistics (OL) welcomes the opportunity to assist the Systems Integration Office in the acquisition of additional office space. Your authority to acquire such property is acknowledged according to Reference B above. However, OL requests certification that FY-89 funds are available for the acquisition, including rent and modifications/renovations to the space. In addition, a Certificate of Necessity is included for your consideration and signature.

2. The Certificate of Necessity is required because of the likelihood that your renovations, including those for communications and security requirements, will exceed 25 percent of the first year's annual rent. For FY 89, the annual rent on this additional space is estimated at [redacted]. We estimate renovations alone could total [redacted] plus [redacted] for upgrade of the communication switch and [redacted] for conduit and labor to upgrade the secure voice, Wang, Delta Data and Ethernet grids.

3. The Real Estate Branch, Real Estate & Construction Division, OL, will provide assistance for the negotiation of a supplemental lease agreement which will

All portions classified SECRET



SECRET

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include modifications to the space. In fact, a lease proposal has been requested from the lessor and it is expected that the lessor, in turn, will request a statement of our intent to lease the space. Such a statement would remove the property from the market and allow us time to prepare a requirements package, negotiate costs, and complete a lease agreement.

25X1 4. We estimate that final drawings, agreement on costs, and the lease agreement would be complete in approximately three months. An additional three months or more may be required to complete the buildout. Therefore, we would anticipate occupancy in six to eight months from the starting date.

25X1 5. Please return one copy of this memorandum with your funds certification and a signed copy of the Certificate of Necessity to my office. OL will work closely with your staff to provide any additional assistance you may require. Please contact [redacted] Chief, Real Estate Branch, or [redacted] in his office, on [redacted] to work out the details of this acquisition.

STAT

John M. Ray

Attachment

25X1 CERTIFICATION OF FUNDS

25X1 [redacted]
Comptroller, SIO

25X1
S E C R E T

Page Denied

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CERTIFICATE OF NECESSITY

25X1 In accordance with the authority vested in me, I certify that the renovations for the proposed addition to existing SIO office space of approximately square feet, are necessary for the successful performance of the functions of SIO. I hereby exempt these specific efforts from the restrictions of 40 U.S.C. 278a.

25X1
Director, Systems Integration Office

S E C R E T

SUBJECT: Acquisition of Office Space

25X1

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Distribution:

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